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HINTS

TO

SMALL LIBRARIES

BY

MARY WRIGHT PLUMMER

LIBRARIAN OF PRATT INSTITUTE, BROOKLYN, NEW YORK

SECOND EDITION

REVISED AND ENLARGED

NEW YORK

TRUSLOVE & COMBA

65 FIFTH AVENUE

1898

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M. W. PLUMMER,
Librarian of Pratt Institute, of Brooklyn, New York.

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PREFACE TO FIRST EDITION.

ADMITTING the wisdom of the saying that "children should be seen and not heard," and the fact that Pratt Institute Free Library is still of tender years, it is also not to be denied that there comes a time when even children must speak and abide by the consequences. The Library has had so many letters from persons at a distance, as well as many visitors, asking advice or suggestions in regard to the starting or reorganizing of small libraries or the best methods of carrying them on, that it seems best to put its suggestions into tangible form. They profess to be no more than suggestions; some of them the Library has tried, others it has heard of and thought reasonable. The main endeavor throughout these few chapters has been to keep in mind the fact that there are libraries scattered all over the country that have very little of anything but ambition and good will to go upon. Their stock of money, labor, and time is limited, wherefore it is of no use to recommend to them tools or processes that require much of these commodities.

The trained librarian will not feel the need of such a pamphlet as this, since he or she probably knows of or could evolve a system equally well or better adapted to the circumstances, so the audience sifts itself down to small libraries which have to consider economy, whose librarians are not trained and have no opportunity to take training. And even for them, it is hoped these suggestions may be only a point of departure from which to continue their own investigations in the field of library economy.

Thanks are due and are sincerely tendered to several friends

interested in librarianship, who have kindly read these chapters, and whose suggestions have been gladly received.

To those other friends who, individually or collectively, have helped to feed the springs of interest and enthusiasm in which this little undertaking has had its origin, thanks are no less due, though their part in it can be less definitely specified. If there be any profession in which there is community of ideas, it is that of librarianship, and from the common stock every one is encouraged to take that which he can make of use to himself and others. When the long-desired A. L. A. manual shall appear, no one will greet it more gladly than the present writer; meanwhile, since the choice is between a half loaf and no bread, she feels herself constrained to offer the former.

PRATT INSTITUTE, M. W. P.
Brooklyn, N. Y.,
March, 1894.

PREFACE TO SECOND EDITION.

NO other work of a similar grade and scope having appeared in the field, and the demand from small libraries and schools of library science continuing a steady one, the author feels it incumbent on her to supply this demand from a second edition, the first, of one thousand copies, being exhausted. The book has been revised and enlarged as far as might be without destroying the original ideal of simplicity and economy. M. W. P.

PRATT INSTITUTE FREE LIBRARY,
Brooklyn, N. Y.,
March, 1898.

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CHAPTER I.

Receiving and Entering Books.

WE will suppose that your books are already bought, and that they are still in the boxes.

Generally the librarian of the small library is relieved of the pleasant duty of selecting books by his or her committee, who are often persons of literary tastes, and who undertake to do the ordering. A chapter on selecting and ordering will be given at the end of this handbook, however, for the use of those librarians to whom the work is new, and who have the sole responsibility of buying.

The first thing to do is to compare your bills with the books, as you take them from the boxes, checking on the bill every item that is found correct. Errors in price, or books sent which have to be returned for any reason, should not be deducted from the bill, as this method would surely cause discrepancies between the library's accounts and the dealer's. Whatever is sent back should be charged to the dealer in a small book, opened for the purpose, and a bill sent. Errors in the dealer's favor should also be charged back to him in this book, and a memorandum be sent him.

Some librarians, as the bills are checked, enter a memorandum in pencil in each book, on the inside margin of the first page after the title page, thus:"5 N 92, Sm 1-67," meaning, "billed Nov. 5, 1892, by Smith, at 1.00, 33⅓ off." This memorandum is frequently found useful, and saves a hunt through old bills or a trip to the accessions-book.

Having taken the books from the boxes, checked your bills, and compared the bill or books with your order list, to make sure that nothing has been sent which was not ordered, the next process is to arrange the books according to a rough classification for entering in the accessions-book. We will suppose that your library is not to have more than 5,000 volumes, nor less than 1,500, for its

start, and that it is not to grow very fast—say, at the rate of not more than 500 volumes per year. With this understanding, a classification under 1,000 heads would probably be enough for a long time, and it is always possible to subdivide your heads and classify more closely when it becomes necessary. It is not necessary that the final classifying be done now, provided books of the same general character are grouped together before entering, and even this is a mere matter of convenience, to help in finding the record of any given book of the original stock, when the book itself is not at hand.

The following 100 heads from the Dewey classification are those which we recommend for a *very* small library:

(Reprinted from the *Decimal classification* by permission of the publishers, Library Bureau, 530 Atlantic Ave., Boston.)

000 GENERAL WORKS.

010 Bibliography.
020 Library economy.
030 General cyclopædias.
040 General collections.
050 General periodicals.
(Periodicals on a special subject are classed with that subject.)
060 General societies.
070 Newspapers.
080 Special libraries. Polygraphy, (*i. e.*, Collected works.)
090 Book rarities.
(Books about rarities, as well as books chiefly valuable for their rarity, are classed here.)

100 PHILOSOPHY.

110 Metaphysics.
120 Special metaphysical topics.
130 Mind and body.
140 Philosophical systems.
(Discussions of the systems as such. Philosophical works themselves are put in 180 and 190.)

150 Mental faculties.
160 Logic.
170 Ethics.
180 Ancient philosophers.
190 Modern philosophers.

(Their collected works only. Individual works are put with their subjects.)

200 RELIGION.

210 Natural theology.
220 Bible.
230 Doctrinal theology. Dogmatics.
240 Devotional and practical.
250 Homiletic. Pastoral. Parochial.
260 Church. Institutions. Work.
270 Religious history.
280 Christian churches and sects.
290 Non-Christian religions.

300 SOCIOLOGY.

310 Statistics.

(Statistics too general to be included in any one topic. Statistics of a special subject are classed with that subject.)

320 Political science.
330 Political economy.
340 Law.
350 Administration.
360 Associations and institutions.
370 Education.
380 Commerce and communication.

(Railroads, etc. Desirability of government ownership, control, etc. See also 650.)

390 Customs. Costumes. Folk-lore.

(The heads under 390 are for discussion by topic. The customs, etc., of a special country go in 913–919. Books on a special topic in a special country are classed here, as the grouping by topics is the more important.)

400 PHILOLOGY.

(Class a dictionary of two languages with the less known language. A dictionary of several languages with 410, or with the least known language.)

410 Comparative.
420 English.
430 German.
440 French.
450 Italian.
460 Spanish.
470 Latin.
480 Greek.
490 Minor languages.

500 NATURAL SCIENCE.

510 Mathematics.
520 Astronomy.
530 Physics.
540 Chemistry.
550 Geology.
560 Paleontology.
570 Biology.
(Class here only those books which cover both 580 and 590.)
580 Botany.
590 Zoölogy.

600 USEFUL ARTS.

610 Medicine.
620 Engineering.
630 Agriculture.
640 Domestic economy.
650 Communication and commerce.
(Railroads, their practical administration, making up and dispatching of trains, time tables, etc. Steamboats.—See also 380.)
660 Chemical technology.

670 Manufactures.
(General subject of metal, wood, etc., manufactures, and such specific manufactures as would not be of more value classed elsewhere. An account of a specific manufacture is commonly more useful with its own subject.)

680 Mechanic trades.

690 Building.
(Practical side. 720, artistic side.)

700 FINE ARTS.

710 Landscape gardening.

720 Architecture.

730 Sculpture.

740 Drawing. Design. Decoration.

750 Painting.

760 Engraving.

770 Photography.

780 Music.

790 Amusements.

800 LITERATURE, including FICTION.

810 American.

820 English.

830 German.

840 French.

850 Italian.

860 Spanish.

870 Latin.

880 Greek.

890 Minor languages.

900 HISTORY.
(The history of wars goes with the country invaded unless especially pertaining to the invading people.)

910 Geography and description.

920 Biography.
(Arrange individual biography by subject of the life, collective by author.

930	Ancient history.	
940	Modern.	Europe.
950		Asia.
960		Africa.
970		North America.
980		South America.
990		Oceanica and Polar regions.

The 1,000 heads give subdivisions of the classes just enumerated: these are issued in pamphlet form by the Library Bureau, as also a full explanation of the use of the classification.

We introduce here also the main heads of the Cutter Expansive Classification, arranged for this edition by Mr. C. A. Cutter, the author.

A GENERAL WORKS.
Ap General periodicals.
Ar Reference works.
As General societies.
B PHILOSOPHY, including Logic.
Bm Ethics.
Br RELIGION and RELIGIONS, including FOLK-LORE.
Ca Judaism.
Cb Bible.
Cc Christianity.
Cce Fathers.
Ce Evidences.
Cf Doctrines.
Ck Ethical theology.
Cp Church polity and ritual.
Cx Pastoral theology.
D Church history.
E BIOGRAPHY.
F HISTORY, ANTIQUITIES.
G GEOGRAPHY, TRAVELS, MAPS, MANNERS and CUSTOMS.
H SOCIAL SCIENCES.
Hb Statistics.

Hc Economics.
Hf Labor.
Hk Commerce.
Hm Money and private Finance.
Ht Taxation and public Finance.
I Crime, Charity, Providence.
Ik Education.
J Government.
K Law.
L NATURAL SCIENCES.
Lb Mathematics.
Lh Physics.
Lo Chemistry.
Lr Astronomy.
M Natural History.
Mg Geology.
My Biology.
N Botany.
O Zoology.
Pw Anthropology, Ethnology, Ethnography.
Q MEDICINE.
R ARTS (General works, Exhibitions, Patents, Metric arts).
Rd Mining and Metallurgy.
Rg Agriculture.
Rt Chemic and Electric arts.
Ry Domestic arts.
S Engineering and Building.
T Manufactures and Handicrafts.
U Military and Naval arts.
V Athletic and Recreative arts.
Vv MUSIC.
W GRAPHIC AND PLASTIC ARTS.
We Landscape gardening.
Wf Architecture.
Wj Sculpture.
Wp Painting and drawing.
Wq Engraving.

Wr Photography.
Ws Decorative arts (including Costume).
X LANGUAGE.
Y LITERATURE.
Yf Fiction.
Z Book arts.
Zp Libraries.
Zt Bibliography.
Zy Literary history.

This can be shortened by including Ar in A; Bm in B; Ca in Br; Cce, Ce, Cf, Ck, Cp, and Cx in Cc (or even putting Br, Ca, Cb, Cc together and marking them C); Hb, Hc, Hf, Hk, Hm, Ht, in H; Lo and Lr in Lh; Rd, Rg, Rt, Ry, S, T in R; We, Wf, Wj, Wp, Wq, Wr, Ws in W; and Zp, Zt, Zy in Z.

History and geography must be and many other subjects may be divided locally. Of the 505 distinct marks for countries provided by the "local list" the most important are 13 Polar regions, 16 Pacific ocean and islands, 26 Atlantic ocean and islands, 30 Europe, 31 Greece and Rome, 36 Italy, 39 France, 45 England, 47 Germany, 53 Northern Europe, 60 Asia, 70 Africa, 80 America, 83 United States, 98 South America. (*E. g.*, X39 French language, F47 German history.)

When you shall have decided to which of these classes a book belongs, write the number of the class in pencil on the reverse of the title page just above the copyright entry. Then arrange together all the books that belong to one class.

Then enter one class at a time in your accessions-book, or entry-ledger, as it is sometimes called. For 1,000, 2,000 or 5,000 volumes you can get the Condensed Accessions-book made by the Library Bureau, which has the accession numbers stamped in the margin and printed headings for the columns. This costs $1.00, $3.00, or $5.00, according to the number of lines, 1,000, 2,000, or 5,000. If you cannot afford this, get a good sized blank book with plenty of vertical rulings, and do your own numbering and head-

p. 1. p. 2.

Date	No.	Author	Title	Place	Pub.	Year	Source	Pub. Price	Net Price	Bdg.	Remarks
	1 2 3 4	Smith	Wealth of Nations.	L	Smith	'92	Jones	2.00	1.50	cl	

Fig. 1.

ing. Perhaps you can draw up an outline and some local manufacturer can make a book for you, but this would be likely to be quite as expensive as the book from the Bureau. (*See Fig. 1.*)

In order to make it still easier to find what you want in the accessions-book, it might be well to arrange the books of each class alphabetically, by the author's name, before entering. Enter the fiction first, so that it can be catalogued and put into circulation before anything else, as it is the class of literature most in demand.

Give *every volume* a line and a number in the accessions-book. Many libraries do not do this, and consider it a waste of time and paper, but the extra pains justifies itself in the end. As the book is for the sake of recording accessions, the numbering must begin at 1 and run in regular order. A glance at the number of the last entry will at any time show how many volumes the library has received.

When a book is entered, it must receive, on the first recto (right hand page) after the title-page, written in ink, the number that it has in the accessions-book. The accessions-book is of great importance aside from its use as a record, as in case of fire it may enable you to estimate the loss and secure your insurance, if prices are carefully recorded in it.

If you have an assistant, it would be well to set him or her to cataloguing the books as fast as you enter and classify them, and if you are to do all the work yourself, we should recommend, as before stated, the entry of all the fiction and the cataloguing of that, in order to give it to the public while you are engaged in entering and cataloguing the rest of the books. Biography and history being the classes next in demand in most libraries, enter and catalogue those next, then literature in general, then travels, etc.

The public generally grow very impatient to get into a new library, and think it takes a long time to get it ready; so it is as well to have an occasional sop for Cerberus, administered as recommended above.

CHAPTER II.

Book-Numbers and Cataloguing.

IT is evident that the class-number alone does not make a sufficient call-number—there must be something to distinguish each book from all others in the same class, and for this reason we have the book-number. This, taken in connection with the class, should identify the book thoroughly, as the full name does a person.

A book-number may be made to indicate various things, as well as to identify a certain book. It may show how many books the library has of its class, as would be the case if all books under each class were assigned a strict numerical arrangement—*e. g.*, 942-1 would be the first book in that class, 942-2, the second, and so on. It may show how many books there are in a class whose author's name begins with a certain letter, *e. g.*, 942-G1 would be the first book in the class whose author's name begins with G, and 942-G2 would be the second. It may show the date of publication, as by the scheme of time-numbers invented by Mr. W. S. Biscoe of the New York State Library; and it may show how many books the library has in any one class by a given author. This last is the best arrangement, as it keeps together on the shelves an author's books in any one line of writing, which none of the others do, beyond a certain point. For this reason the Cutter book-numbers are recommended, the table of which may be had from the Library Bureau or by applying to the author, C. A. Cutter, Forbes Library, Northampton, Mass. Explanations are supplied with the tables, and a little study should make the system easy to use. For a large or fast-growing library this style of book-numbering is decidedly the best, especially for fiction and biography, as it is very desirable to have all of an author's novels together and all the biographies of a person in one place. In the case of biography, the number

would be assigned from the name of the subject, of course, rather than that of the author.

Each book should receive its book-number on the reverse of the title-page under the class-number. It has then been christened and is ready to be described, or catalogued—for cataloguing is only a description, more or less detailed, by which the borrower may satisfy himself whether the book is the one he wants.

Persons taking books from a library usually wish to know one of three things; *i. e.*, Has the library a book by a given title? What books has it by a given author? How many and what books has it on a given subject? And it is the duty of the smallest library to furnish answers to these questions by means of some kind of catalogue.

Almost the first thing that a small library does is to print a catalogue. Usually the local printer does the work, and owing to the necessity for economy on the part of the library, and the small outfit of the printing-office, the outcome is not a thing of beauty—poor cataloguing, poor paper, and poor type, make a wretched combination; and before the book is fairly out there are volumes enough added to the library to form a brief supplement. Books continue to be added, and in a short time the catalogue utterly misrepresents the library's resources. The librarian is persuaded to print a supplement. If he has money enough, and if there are enough additions to warrant it, he may do so. People then either drop the original catalogue and depend upon one supplement until another comes out, or for every book they want they must look through both lists. The more supplements there are added, the more there are to consult in a search for a given work. In no one place are the whole contents of the library catalogued, and between the issues of supplements there is nothing to show properly the additions from month to month.

There is this in favor of even a small printed catalogue or finding-list—it may be consulted at home for the making out of lists of call-numbers to be sent in by a messenger; and this is its

only recommendation. Where the borrowers live at long distances from the library, this is a matter for serious consideration, however.

The card-catalogue, on the contrary, must be consulted at the library, but it can be kept up to date, even to the day, and it can be arranged in one alphabetical series, so that there is but one place in which to look for a book.

A small library which must consider expense may use the

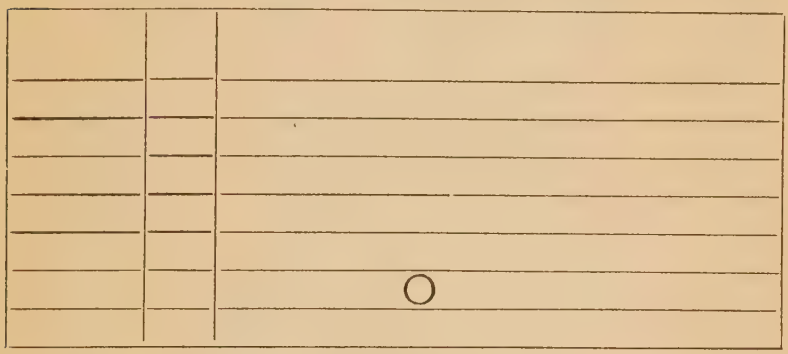

Fig. 2.*

index size of card (*See Fig. 2*), which is 5 x 2 inches, instead of the postal size, on which there would often be waste space, especially if a finding-list were projected rather than a catalogue. The thickness of the card becomes a matter for thought, since if too thick it takes too much space in the catalogue-drawer and fills it sooner than necessary; and if too thin it is likely to tear and difficult to turn with the fingers. Of these evils, the too thick card is to be preferred, but a good medium weight is the No. 32—x of the Library Bureau. These cards are sold at $2.60 per thousand. In case the library cannot afford the ready-made card, or one made to order by a stationer, small pads of thick paper near the required size could be used, not more than one entry being placed on each leaf. Light-colored manilla pads of heavy weight would not be

* Owing to lack of space on the page, this cut is shorter than the card by one inch, but is given, nevertheless, to show the rulings and perforation.

bad. These small pads are sold by most stationers, and are very cheap. The ruling of the ready-made card is shown in Fig. 2.

To estimate the number of cards needed to catalogue a given number of books, we may take it for granted that each work (not each volume) will need two cards, an author and subject; or, if fiction, an author and a title card. There will occasionally be more cards to a work, and on the other hand several volumes, copies or editions of one work, can go on the same card; an allowance of three cards to a volume would give the cataloguer greater liberty and make the catalogue more useful.

The perforation in the card in Fig. 2 is for the purpose of stringing the cards on a rod which passes through the catalogue-drawer, fastening at the front. If they were not held by some such arrangement, they would often be taken out and lost or destroyed, or put back in the wrong place.

The drawer or box for the card should be just as wide as the cards are long, giving only room enough for them to move back and forward as they are handled. A block shaped thus should be placed before and behind the cards to keep them upright. Great depth of drawer is to be avoided, as the cards should have all the light possible; they should be almost flush with the top of the drawer.

A long drawer is also disadvantageous. It is better to have two shorter ones, as more persons can then consult the cards at one time; and for the same reason it would be better to have the drawers side by side, rather than one above the other.

In a clean village or small town, where no all-pervading soot has to be guarded against, it would be possible to have wooden boxes instead of drawers for the catalogue, with lids to be put on only at night or when the library is closed. There would then be no need of a heavy, immovable case of drawers; the boxes could be carried to the window or to the gas for light, and consulted at the desk or table, or wherever it might be most convenient.

Starting then with the box, rod, and cards, we are ready to make our catalogue, and are confronted at the outset by the question, What kind of catalogue?

CHAPTER III.

Cataloguing.

THE most elaborate cataloguing gives many facts that it is undesirable to insist upon in the catalogue of a small library; partly because the kinds of books in a small library do not require it and are not worth it; partly because elaborate cataloguing takes time and training, and these demand money; and partly because the simpler the catalogue, the better the average public likes it.

For these reasons, it is recommended that the small library make a finding-list rather than a catalogue, confining itself to only the most necessary facts.

It is possible to catalogue a book in either of the following ways:

2*	**Du Maurier, George.**
D 1161†	Peter Ibbetson, with an introd. by his cousin, Lady "Madge Plunket.". ..7 + 418 p. il. O. N. Y., Harper, 1892.

Fig. 4.

* Abbreviation for class-number 823, English fiction.

† Book-number for Du Maurier.

2	**Du Maurier, George.**
D 1161	Peter Ibbetson.

Fig. 5.

Ten to one, the latter card will give all that most people care to know.

If the accessions-number be down at the bottom of the card or on the back, the librarian can easily refer to the accessions-book for any further facts he may wish to learn in regard to the book.

Take another instance, not in fiction.

921*	**Amiel, Henri-Frédéric.**
Am 5 A	Amiel's Journal: The Journal intime, tr. with an introd. and notes by Mrs. Humphrey Ward. 43 + 318 p. por. O. Lond., Macmillan, 1890.

Fig. 6.

* Class-number for biography of philosophy.

The finding list could shorten this to

921	**Amiel, H. F.**
Am 5 A	Journal intime, tr. by Mrs. Humphrey Ward. Lond., 1890.

Fig. 7.

or even

921	**Amiel.**
Am 5 A	Journal intime, tr. by Ward. 1890.

Fig. 8.

Biographical subject-card.

928*	**Keats, John.**† Life, by
K 22	Rossetti, W. M. Lond., 1887.

Fig. 9.

* Class-number for literary biography.
† In red ink.

Author card for same.

928	**Rossetti, W. M.**
K 22	Life of John Keats. Lond., 1887.

Fig. 10.

Ordinary subject-card.

636*	**Cats.**†
88	Weir, Harrison. Our cats and all about them. Bost., 1889.

Fig. 11.

Neither paging nor size of volume need be given by the small library, unless the dimensions are such as to make the book disappointing by reason of smallness, or troublesome by reason of weight. A rule might be made to give no paging unless the book has fewer than 50 pages, or more than 500, and to mention the size only when the book is over octavo size or under sixteenmo.

The mention of illustrations may always be dispensed with in the case of a novel, unless they are a special feature of the book, being by some celebrated illustrator. As for the portrait of Amiel,

* Class-number for domestic animals.

† In red ink.

for instance, there is no need to mention it in this case, as we expect to find a man's portrait in his biography or his journal, if we are to find it anywhere, and if we were looking for it that would be our first place of search. There is no need of the publisher, and small use for the place, in an ordinary finding-list. The year and the number of the edition are desirable in all cases except in fiction. If a work is in more than one volume, the fact should be stated, as it often decides the choice of a book. Contents should be given, in the case of collections of essays, short stories, dramas, etc., even though each one may have its entry under its title on a separate card.

Certain tools are necessary for cataloguing, even of the simple kind described, and bibliographical tools are expensive. The small library, or one forced to the practice of strict economy, would do well, therefore, to obtain the printed catalogue of some larger library as a guide. Sometimes these may be had for the asking, sometimes they are sold, but in any case they are cheaper, and answer a greater variety of questions, than most of the bibliographical publications which served to guide their compilers. A good dictionary catalogue is that of the Cleveland Public Library, and good classified catalogues are those of the Milwaukee Public Library, and of the Fitchburg Public Library in Massachusetts. The A. L. A. catalogue, published in 1894 by the U. S. Bureau of Education, is the latest good authority.

The subject of the arrangement of catalogues, both card and printed, has been a matter of much discussion and difference of opinion. In the dictionary catalogue, authors, titles and subjects are placed in one alphabetical series, *e. g.*:

(*Author*) Decatur, Stephen.
(*Subject*) December.
(*Title and subject*) Decimal system in numbers.
(*Author*) Decker, Thomas.
Title and subject) Declaration of independence.

The advantage of this arrangement is that a person coming in with one thought, that he wants a book or several books on cats,

has only to look under the word *cats* to find a certain quantity of material, either books or parts of books, on the subject.

The classed catalogue, in which the cards are arranged under classes, sub-classes, sections, etc., has this advantage, that when one's subject is found it is found surrounded by kindred topics; but, in order to be easily available, the catalogue must have an alphabetical index of specific subjects. The consultation of this, in order to find where one's subject has been placed in the classed catalogue, makes an extra process with which most borrowers would grow impatient.

Therefore, simply for practical every-day usefulness, and as a matter of satisfaction to its constituency, the specific headings are to be recommended to the ordinary public library. The time of assistants in making explanations will be saved, as well as considerable energy in the form of temper, on the part of the public. Another consideration influencing this decision will be given in the next chapter.

A compromise between the dictionary and classed catalogue may be suggested, which will enable the borrower to find his book on cats under the word *cats*, but will put all subjects apart from the authors and titles, in a separate box or drawer. Authors and titles may also be separated, since, if the drawers are labeled "Authors," "Titles," "Subjects," it makes the catalogue appear much simpler.

Biographies need two entries always, one under the author, which would go in the author-drawer, and one under the subject of the biography, which would go in the subject-drawer.

The advantage of this system of separate catalogues will be more and more appreciated with use.

CHAPTER IV.

The Shelf List and Inventory.

IT is a very shiftless business man who goes on from year to year without ever taking account of stock and finding just what he has on hand; and if a library is to be conducted on business principles, it should take an inventory of its books once a year if practicable.

We will suppose that your books stand on your shelves in classified order, beginning at 1 and running to 999 in regular numerical arrangement, first by class and then by book-number, unless you have taken fiction, for instance, out of the regular order, in order to place it nearer the loan desk for convenience sake. And here be warned not to let theory or an extreme love of system interfere with practical convenience.

The usual method of conducting an inventory being to read from the inventory-book, or shelf-list, to the shelves, this list must be arranged in the same order as the books on the shelves, *i. e.*, all of a class together, the arrangement under the class being by the order of the book-numbers. This list is useful, not alone for inventory purposes but also as a classed catalogue, to show at any time all that the library has in any class or sub-class; and having this in numerical or class arrangement, the small library that should make, in addition, a classed catalogue, would be duplicating work. It is true that this is an official record, not for public use; still, if an emergency should occur to which the alphabetical subject catalogue was inadequate, it would be a very narrow-minded library that would not allow the use of its shelf-list.

Many librarians keep their shelf-lists on sheets laced together, to admit of slipping new sheets into their proper numerical place as new books and new classes are introduced; others keep their shelf-lists on cards, entering one work to a card.

The card arrangement is growing more popular, as it never

requires rewriting, while the shelf-list on sheets is certain to fill up in time, and then when additional books come in it must be rewritten, unless a whole leaf is allotted to one class, which would be rather expensive for a small library. It is very hard, too, to keep shelf-list sheets from tearing and slipping out of the covers.

We will suppose that you have chosen the cards, or stiff slips, for your shelf-list, intending to keep them in a box or drawer as you do your catalogue cards. As it is to be mainly an official record and will not be so much handled, you will not need so strong a card. It is advisable, however, to have the cards fastened in, as it would be a serious matter to lose an entry from your inventory.

The chief difference between these cards and those of your catalogue will be that these are briefer, giving only the surname of the author, a very brief title, and no imprint. The call-number, accession-number, and number of volumes, must be given. An example is given of a book of which the library has more than one copy:

Call-Number.	Acc. No.	No. Vol.	Author.	Title.
320–73 320–73 cop. 2.	976 4001		Bryce	Amer. Commonwealth.

Fig. 12.

These cards are arranged in the drawer or box by the call-numbers in the upper left-hand corner of the cards, and you can easily see that all the 320s, for instance, will thus be together, arranged by their book-numbers; and as 320 represents Political Science and all your books in that class stand together on the shelves, the

shelf-list is shown to be, as we first described it, a subject catalogue and an inventory-book combined. If you are obliged to choose between a subject catalogue with written headings on the one hand, and a shelf-list on the other, choose the latter, with an index, because of its answering two purposes; but if you can have both a shelf-list and a subject catalogue, let the latter have subject headings and keep the cards in alphabetical order by these headings, rather than in numerical order.

The making of the shelf-list need never keep the books waiting, for the call-number and title may be hastily written in in pencil and verified later from the catalogue cards, after the books have gone on to the shelves. This should be done as speedily as possible, so that your shelf-list may always be referred to for the latest book in a class.

When it comes to taking an inventory, choose the time of year when your circulation is lowest, so that more of your books will be in and their condition may be noted, and also because it is your least busy time.

If you have any one to help you, let that person find the book on the shelves as you call it off from the shelf-list. When you have gone over your shelves and have taken a list of the books not in place, look for them in your charging-system (which will be explained later), to see if they are out. If they are charged to some one, they are accounted for and can be checked off the list. Not finding a book in circulation, see next if it is charged to the binder, if it is on your mending-table, or anywhere in your work-room or work-corner. Then come back to the shelves again, and see if it has not turned up in its place. When all possible places have been searched in vain, put it on your list of "Books unaccounted for." Often books will come to light after a disappearance of months or years, and this list need never be accepted as final.

CHAPTER V.

Mechanical Preparation of Books for the Shelves:—Binding.

THE classification and cataloguing of a book are a part of its preparation for the shelves, but there is more to be done.

If a library can afford it, a tasteful plate is an addition to the good appearance of its books and helps to identify them if lost or mislaid, and this should show both call-number and accession-number; but the library in straitened circumstances can not afford items which are not necessary to the progress of its work, and will compromise with necessity by causing to be made a rubber stamp, with which the statement of the library's ownership can be stamped upon the reverse of the title-page, on the last page if there is blank space there, and on various blank spaces throughout the book.

The pocket, if one is to be used in the charging-system, should be of linen or manilla paper, folded and pasted on the inside of the back cover, open end up, with the call-number printed on it by hand; the dating-slip tipped in opposite it; the call-number printed or stamped on the back of the title-page, where the classifier has written it in pencil. Then comes the question of labels and covering.

A great many libraries cover their books in order to preserve the clean new look of the original cover; but why preserve this when no one can see it? If the dirt that would collect on a dark book collects on a light paper cover, it is more of an offense than if it were not brought into so strong a contrast. And say what you will, the re-covering, which takes a great deal of time, will not always be done when it should be.

Then, when the inside of the book is worn out, there is your clean, fresh-looking book-back to throw away, whereas without covering, all would have shared wear and tear alike, and the work of covering and re-covering would have been saved.

Further than this, book-covers have individuality, and often help to select books. Assistants learn to know the appearance of a book and can point it out across the room, or make a dart at it out of a whole case, when seeking it in a hurry. It is hardly necessary to warn the busy librarian against covering books—he or she knows too well the value of time and the short life-tenure of press-work bindings; it is usually the library board which has to be persuaded against entering upon so troublesome a path.

Labels can be bought, with the class-number ready printed, from P. Van Everen & Co., leaving only the book-number to be put on; but the work of numbering is such a trifle that it is better to save the money than the time, provided your own printing is heavy and you make large figures. Do not get ready-gummed labels; they are likely to peel off, as the gum makes the label curl and stiffens it in that shape. When your book is stamped, provided with label, dating-slip, and pocket with book-card (explained later) in it, it is ready for the shelves. If it is a new book (not a new copy of an old book), place it where its title can be seen by the people who come in; a row of new books placed where the titles can be read often gives help to persons who do not know just what they want.

Most small libraries are safe in letting new books go into the hands of borrowers for examination; and indeed many large libraries do this. It is much to be desired that large libraries should have space railed off in the loan-room for examination of books by the public, as is frequently done in book-stores.

When a book comes in that needs mending, it should be laid aside in the book-hospital until the librarian or assistant can attend to it. If pages are torn, use paste and tissue paper to mend them, as binders do; and if they are torn out or loose, tip them in with paste. Do not use mucilage for mending, as it hardens and cracks,

and makes it next to impossible to rebind the books when necessary. Strips of book-muslin or strong cheese-cloth can be pasted across loose backs, and a hinge made of dark lining cambric or some similar fabric, can be used to fasten on a lid that has broken away from the book.

Much mending can be done in the library, but the time comes when books require professional attendance and must go to the binder. Take out the book-cards and charge them to the binder (*i. e.*, fasten them together, mark with binder's name and the date of sending, and place the package in your charging-tray).

Have a small blank-book, in which you make record, before the books go, as follows:

Binder's No.	Accession No.	Author	Title	Vol. No.	Cost	Remarks
1	1002	Everett	Orations.	1		½ morocco.
2	275	Longfellow	Poems.			½ "
3	901	Smith	Wealth of Nations.			Same cover.
4	108	Stowe	Uncle Tom's Cabin.			½ roan.
5	467	Wallace	Ben Hur.			½ roan.

Fig. 13.

Let the lettering be exactly what you wish put on the book. For economy's sake, as a binder's charge is generally by the line, have lettered on the book only the author's surname and a brief title, leaving the call-number and volume-number to be put on by label when the book comes back. The accession-number it is necessary to set down in your blank-book for identification of different copies or editions. Arrange your entries alphabetically by authors' names. Put into each volume before it goes a slip showing the lettering you desire and giving directions, and require this slip to be returned with the book. A narrow slip of any kind of paper pencilled thus:

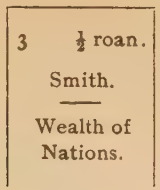

Fig. 14.

is all that is necessary. When the books are returned by the binder, first arrange them by authors, see that the lettering of each corresponds with the slip, then check them off on your book as returned. Put on the labels, put in pocket, dating-slip, etc., re-insert book-card, and the book is ready for the shelves again.

For the sake of statistics it is well to give each book as it goes out a binder's number. Beginning at 1 with the first book sent after the beginning of the library-year, number your binder's blank consecutively down the page. In the first book, before it goes to the binder, place the number 1 in pencil on the first recto (right-hand page) after the title-page, in an inconspicuous place, the number 2 in the next book, and so on. By this means you can refer at any time during the year from a book to its entry in the binder's book, and see when it was bound and how much the binding cost.

Make an agreement with your binder to charge a regular price for books of a given size, the size being estimated by inches. Have an ordinary wooden ruler made, and one side covered with white paper. On this, mark off with ink the usual sizes of books, with prices agreed upon for each size. Measure your books when returned, and see if the price on the binder's bill agrees with that required by your ruler. Transfer prices, if correct, to your book, keep the columns of figures footed, and at any time during the year you can say just how many books you have bound and how much your binding has cost.

Do not let the binder lump the books in his bill. Require each book to be priced separately. If the library could afford a copy-

press, the routine and tools advised would be somewhat different from this, but very few small libraries would feel a press to be necessary.

In the case of periodicals, keep the back numbers of each together, so that no time need be lost in collecting them for binding when the time comes. Look for the title-page and put it on the top of the volume, placing the index at the front or back, as the paging may require. Let the binder tear out advertising pages, but have the front covers, at least, bound in, if in good condition, in the place where they occur. They are sometimes a great help afterward, in consulting the bound volume.

Have it understood with your binder that his bill for any one lot will be paid when the entire lot has been returned.

Pamphlets with stiff paper covers are often received as gifts, and many libraries buy paper-covered novels. Where economy is an object, these covers can often be strengthened by an extra one of rope-manilla paper, and may then last a long time.

CHAPTER VI.

Relations With the Public:—Registration.

THE library in the small town has an advantage over the one in the large town, in that the librarian can generally know of his own knowledge the character and standing of the persons who apply for books. If an applicant is notoriously slow in paying his debts or given to evading financial responsibilities, the librarian is likely to know of it, and can, if backed by his trustees or his board, decline to lend books to so suspicious a character. If, on the other hand, the applicant has a good reputation, the librarian is likely to know that, too, and can proceed accordingly. It would be a pity therefore for any small library to saddle itself with the guaranty system, which means double work, two people to be dunned instead of one, each blaming the other in case of fines or loss of books and sending the poor collector back and forth like a shuttlecock.

The man who is honest and willing to bear the consequences of his remissness does not need a guarantor; the man who is disposed to shirk consequences has it made easy for him by the provision of security, and often the guarantor is no more responsible than the applicant. The principle is a wrong one and its application is disagreeable from every point of view.

The fact that the librarian can know the people of his village or town makes it unnecessary to require the usual delay in granting cards, which is ostensibly for the purpose of looking up the standing of applicants. He is generally safe in receiving an application, registering the applicant, and giving him a card and a book, all at one interview; and nothing is more desirable than to dispense with the long waits which are so vexatious to the public, because they can see no reason for them.

The small library may make the signing of its register a pledge by having printed at the top of each page a promise to "obey the rules of the library and make good any loss or damage incurred through me." Each applicant who writes his name below has thus given his pledge. His address should be given as well, if the town has numbered and named streets. This makes unnecessary the keeping of a file of written applications. The lines of the register should be numbered consecutively, beginning at one, each number representing a borrower. This will show the number of persons using the library since the beginning.

The date should be written in each morning before the day's work begins. Each person's number should be placed on his card before that is given to him, and his privileges should begin from the date of his registration, the date of their expiration appearing on the card. In order that a borrower's registration may be easily found, it would be necessary to have an alphabetical index to the register, referring from the borrower's name to his number, or the same sort of index on slips. This index could be used also in connection with the charging-system, to find the borrower's number if he should forget it. Account should be kept of the number of expirations and the number of renewals of library privileges, in order that at any time an approximate idea may be had of the number of borrowers using the library. If for any reason a borrower should be deprived of his privileges, the fact should be recorded in the register after his name.

The assessment and collection of fines is the most disagreeable part of a librarian's duty.

Collections should be attended to promptly, in order that fines may not accumulate and become a burden to the borrower; firmly and without respect to persons; if possible, by an assistant rather than by the librarian, in order that she may shelter herself behind the statement that it is the rule of the library, to change which she has no discretion; and if the librarian thinks best to suspend or set aside the rule, it should be done at a private interview and never before other borrowers.

The charge in most libraries is two cents per day for books overdue, not counting Sundays and holidays.

Lost books should be paid for at a slight advance on their original cost to the library, to offset the inconvenience of being without them and the work of ordering new copies and preparing them for circulation.

A penalty should be attached to the loss of borrowers' cards in the form of either a small fine or a period of waiting for a new card, or a combination of the two. The disappearance of a card means not only inconvenience to the library, but also possible loss, as some irresponsible person may find the card and use it, leaving no one accountable for the fines or damages charged on it.

CHAPTER VII.

The Charging System.

THE great difficulty in selecting a charging system is to find one that will answer all the questions the library wishes answered from time to time, in regard to its accounts with books and borrowers, and yet that can be handled quickly and managed by a few persons, perhaps by only one.

At inventory-time the great question is, "Where is 821-S26, which is not on the shelves?" and the charging system should help to answer this. At many other times the inquiry may come up, as call after call for the book without avail shows that it is not in its place, and that some one is keeping it out longer than is allowed, or that it is temporarily lost.

Another question that has frequently to be answered is, "What or how many books are charged to Mr. or Mrs. ——?" And the charging system should answer this, if possible.

It must tell how long books have been out and how much overdue they are, so that fines may be properly assessed. It should show what class of books is most popular, and how all classes compare as to circulation.

Many borrowers object to carrying their cards, and the small library often undertakes the charge of them and keeps them as a part of its charging system. The very large public library would find this too burdensome, and therefore must require borrowers to share something besides its benefits, by taking the responsibility of keeping their own cards.

We shall describe here two systems, suitable for small libraries—one in which the library keeps all cards, and the other in which the borrower's card is carried by himself and presented each time a

book is drawn. The former is not suitable—at least it would mean a great deal of trouble—for a library having over five hundred borrowers. This will be described first.

When the book has been catalogued, a card is made from stiff paper, if the library cannot afford book-cards ready-made, on which are inscribed at the top the call-number, the author's surname, and a very brief title, thus:

813	S 26				
St	owe				
Un	cle	To	m's	Cab	in

Fig. 15.

This is the book-card; when a book is in, its card is kept in a tray with those of other books not in use, in the order of the call-numbers.

Each borrower, when admitted to the privileges of the library, has had a card made out like the following, showing his name, address, number in the library-register, and the date of expiration of his privileges:

462 Expiration, 12 Jan., '94.

JOHN SMITH, cor. Brown and Green.

No.		No.		No.	
813-S26	D5				

Fig. 16.

These cards must be kept in a tray, in order of the borrowers' names.

John Smith comes in to get "Uncle Tom's Cabin." He has the number first on his list. The book is found in its place, the book-card taken from its tray, and placed at one side. John

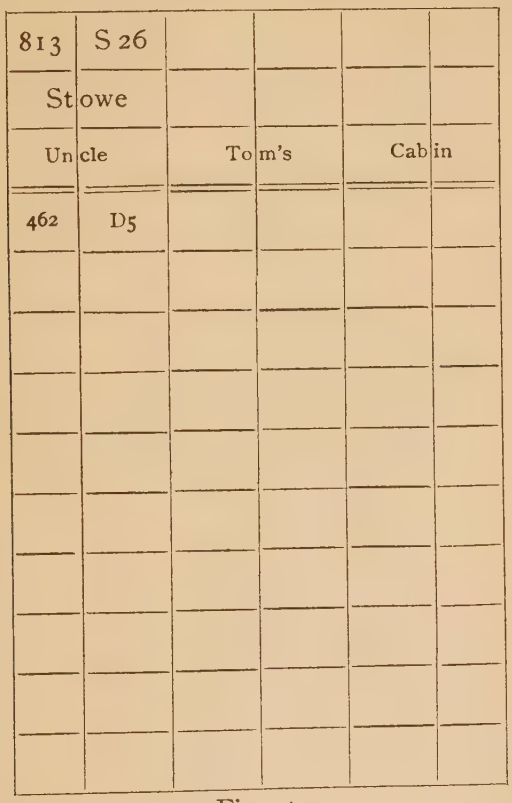

Fig. 17.

Smith's card is then found in the tray of borrowers' cards arranged by their surnames, and a record made on it in pencil, as shown in Fig. 16.

On a thin slip of paper, called the dating-slip, pasted in the back of the book, is stamped D 5 in order to remind him when the book was charged, and therefore when it is due.* Mr. Smith

*Many libraries now substitute the date when due for the date of taking, on this slip.

can then take his book and go. The rest of the process can be carried out without his assistance. His card will not be put back into the same division of the tray as before, but into another representing borrowers who have books out, where cards are arranged by the borrowers' *numbers*. Before this is done, however, the book-card receives in pencil the record shown in Fig. 17.

This record can be made from the borrower's card at any time before that is put into the tray representing borrowers with books out; but unless there are several people waiting to be served, it is better to do all the charging at once.

This means that "Uncle Tom's Cabin" was taken out by No. 462 on December 5.

There should be a second tray or box, for the book-cards representing books out. When a card is removed from the first tray to this, bearing the proper charge, it should be filed away by date, at the end of the day, the days being separated by thin blocks of wood bearing the number of the day in the upper left-hand corner in very black ink or paint, and in large figures; thus:

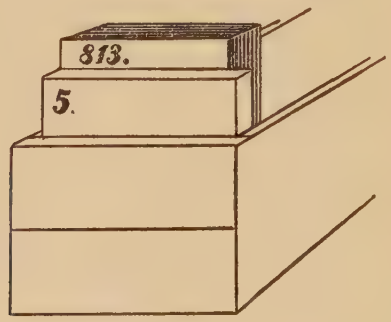

Fig. 18.

Behind the block marked 5 (which should be taller than the card, when both are standing upright), will then be placed the book-cards of all books taken out on the 5th, arranged in the order of the call-numbers.

One division of the tray should be used for the cards of books

out over time. This division can be subdivided into three or four parts, one for books overdue one week or less, the next for books overdue between one and two weeks, etc.

When John Smith comes in to bring his book back, the book-card is first found by means of the date, which appears on the dating-slip. The charge is then canceled, either by stamping or marking the date of return over the other date, or by punching it with a small punch. From the book-card John Smith's number can be found, and the same canceling process gone through with on his card. If he does not wish to take out another book, the book-card and book can be laid aside, in case of a rush, and his card looked up later. In that case, his card would go back into the first tray again, in alphabetical order. If he wishes another book, the same process is gone through as before. This system answers all possible questions: Is 813-S26 on the shelves? No. Who has it. (Look through charging-tray.) 462 has it. How long has he had it? Since December 5th. Has John Smith a book? (Look in tray arranged by borrowers' surnames.) Yes. What book? (Look for his number in tray arranged by borrowers' numbers.) 813-S26. How long has he had it? Since December 5th. It prevents the annoyance of lost cards, as the borrower has nothing to do with his card. It prevents also all tampering with the dates on the card. By keeping the book-cards at the desk the librarian can tell if a book is in without going to the shelves.

In the other system to be described, the borrower keeps his own card, and presents it when he comes for a book or brings one back. This relieves the library of the responsibility of identifying the borrower, as the presentation of the card is considered proof sufficient of his right to draw a book. In the village or small town library identification would be possible without the presentation of a card, the constituency being so small. The date is then taken either from the dating slip or his card, the latter is stamped with the date of return, and given back to him, and the book-card can be picked out at leisure by means of the book and its dating-slip, stamped, and returned to the tray. There might be a compromise

between these systems, by which the library should retain a borrower's card only when he has no book out, keeping such cards in alphabetical order, and finding them when needed. By invariably retaining the card in this way, an estimate could be made of the number of cards in use as compared with the number of cards given out to applicants. Many large libraries keep the book-card in a pocket in the book, when the book is on the shelves. The pocket serves to hold the borrower's card, when the book is out. This system necessitates a visit to the shelves to see if the book is in when called for, and this fact, with the work of pasting in pockets and putting cards in and taking them out, makes the system first described here the more advisable one for the small library.

There are other systems in which the account is kept by means of the borrower's card only, in which case it is only as the entire charging-system is overhauled that an answer can be found to the question, "Where is book 813-S26?" As this is the question most frequently asked, no system can be called satisfactory which does not answer it easily.

A useful charging-system for a small library is that introduced by Miss Nina Browne, of the Boston Athenæum Library, a full description of which was given in the *Library Journal* for May, 1895. This requires a book-card, a book-pocket, and a borrower's pocket. The borrower's pocket has his name, address, and registration number plainly written on it. He brings this pocket to the library and hands it in with the list of books wanted. When a book is found in, the book-card is taken from the book-pocket and placed in the borrower's pocket, and the date stamped on the book-pocket or the dating-slip. Then the book is given to the borrower. At the end of the day, all these book-cards in the borrowers' pockets are placed in a tray under the date, arranged in the order of the call-numbers. When the borrower brings back the book, the date on the book-pocket or the dating-slip shows where to look for the book-card. When it is found, it is replaced in the book-pocket, and the borrower's pocket is returned to him.

CHAPTER VIII.

Reading-Room and Reference-Room Work.

PERHAPS you have neither reading-room nor reference-room, but it does not follow that you have none of the work pertaining to such rooms, for no library can escape something of it.

Everything is reading-room work that pertains to the handling of periodicals, either magazines or papers. Perhaps you keep them behind the desk and hand them out as people ask for them, and your only reading-room may be the space in front of your desk. It is a pity if this is so, for one of the chief attractions of a reading-room is the freedom to handle the papers and magazines without the intervention of an assistant. If every number has to be receipted for, so much less must be the attraction of the room. If you can possibly arrange it, have the case or rack placed where people can help themselves to the current numbers, and let them

Atlantic Monthly. (Agent's name and price, period covered by volume, *e.g.*, Jan.—June, July—Dec.)*

	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
1890	×	×	×	×	×	×	×	×	×	×	×	×
1891	×	×	×	×	×	×	×	×	×	×	×	×
1892	×	×	×	×	×	×	×	×	×	×	×	×
1893	×	×	×									

Fig. 19.

* Instead of writing in the period covered by the volume, it might be sufficient to underline the check in the month which begins or completes a volume; in using all such arbitrary signs, however, there should be somewhere an index to their meaning, for the benefit of those of the staff unfamiliar with them.

do it without requiring any writing. It is better to let statistics go, sometimes, when they hinder the good work the library might be doing.

Keep a little card-catalogue of your periodicals, with the card ruled into twelve divisions representing months. (*See Fig. 19.*)

When your copy is received, check it in the square representing the month and year. If the magazine is quarterly, the same card may be used, the checks being three months apart.

If it is a weekly, put the necessary four or five checks in each square, thus; giving the day of the month on which the magazine was received, or the number of the magazine itself, thus:

Fig. 20 (enlarged).

Fig. 21 (enlarged).

Keep your cards in a box, in alphabetical order, and when one side of a card is filled, turn it over and use the other side. For dailies it would be easier to keep account of the numbers which do *not* come than of the 300 and odd numbers which do, and report the lapse at once to the dealer.

The covers of magazines are likely to get very much soiled and worn while in the reading-room and to be unfit for binding; but the same temporary binding can be given to these as to pamphlets or paper-covered books, as described in Chapter V. If covered in this way, print the title on the outside in very large letters. If you can afford ready-made binders, the Neilson is recommended as the best we have found, so far. They are made by the Boston Bookbinding Co. Have posted up in some conspicuous place a list of the periodicals taken by the library, also a list of the bound sets, or parts of sets, with the volume-numbers attached. This will save you the answering of a great many questions. Some libraries circulate the single numbers of periodicals, and it is certainly a way of making their reading-matter go as far as possible. No number

should circulate, however, until the two succeeding ones have come, as many readers, in following a serial, call for the current number and the previous one, in order to get the thread of the story afresh.

It would be well to have the carpenter make you a rack for your magazines, to be attached to the wall, with pockets for holding the current numbers, something like this:

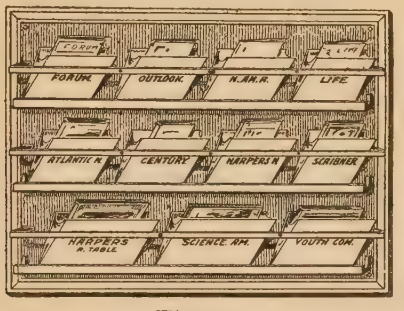

Fig. 22.

You can probably spare wall-space better than the floor space which would be required by a table-rack.

For newspapers, a wall-rack to hold the files is desirable, something like the following sketch, each arm extending outward a

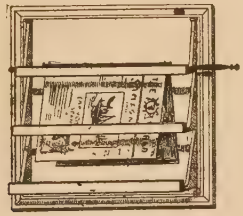

Fig. 23.

little farther than the one above it. The file holding the paper can then be laid across the arm, leaving the paper to hang down parallel with the wall, without interfering with the paper above or below.

There are certain books that you wish always to have on hand for consultation, not for reading. Such books are reference books,

and they, like the periodicals, should be where people can get at them without asking for them or signing a receipt. They are generally large or heavy books, and not apt to be carried off. If you cannot have a real reference-room, see if you can have a reference-corner in the front of the library, where every one can see the books. Place here your dictionaries, gazetteers, atlases, biographical dictionaries, encyclopædias, concordances, etc., and all indexes to magazines. When you have a spare moment, take up these works, one by one, examine them, and find out their intention and scope,

		vol. page. date.
Escurial.	Harper.	86 : 531 : Mar., 93.

Fig. 24.

Slavery, African.	Harper	86 : 613 : Mar., 93.

Fig. 25.

in order that you may be able to help children and young people or persons unaccustomed to the use of such tools. Take special pains to show children the use of indexes and, indeed, of all sorts of reference-books—they will soon be familiar with them and handle them like life-long students. Gain the interest of teachers in this sort of work and urge them to bring their classes and make a study of your reference-books. Be as helpful as you can in making out courses of reading or study for the village clubs, contributing for their use lists of the material in the library on the subject or subjects selected.

If you cannot afford to subscribe for the various indexes published, try to find time to make a little slip-index of your own, arranged by subjects, and referring to articles in books, magazines or papers, that are likely to be of use. Make this as brief as possible. (*See Figs. 24 and 25.*)

If nothing or not enough can be found in your slip-index, the card-catalogue, or the reference-books, on a given subject, think what class it would be likely to come under, and let your student examine the books in that class likely to contain the information he is in search of, either admitting him to the shelves or taking the books to the desk. In short, do everything you can think of to make the library the centre of intellectual life in the town.

The interest that has been aroused in the subject of children's reading is not a new one, but fresh impetus and understanding have been given to it by the establishment of separate library-rooms for children by means of which they can be studied and dealt with as a separate class. The small library can hardly hope to provide a special room for the purpose, but the librarian, on account of the small number of borrowers and the fact that she can easily know many of them, has an especially good opportunity for doing valuable work among the children who come to her.

Their needs and wants should be considered in the selection of books and periodicals, they should be helped in their school-work as much as possible, and taught to feel that the library is the natural source of all information that cannot be had at school or at home.

Below is given a list of fifty works of reference of the greatest use in an average library.

FIRST TWENTY-FIVE.

ENCYCLOPÆDIAS.

Adams, C. K., and others, eds.
Johnson's Universal Cyclopædia. 8 v. N. Y., A. J. Johnson, 1895. $48.00.

Appleton's Annual Cyclopædia and Register of Important Events. N. Y., Appleton. $5.00.

Champlin, J. D., ed.

Young Folks' Cyclopædia of Persons and Places. N. Y., Holt, 1895. $2.50.

Young Folks' Cyclopædia of Common Things. N. Y., Holt, 1893. $2.50.

Dictionaries.

Century Dictionary, ed. by W. D. Whitney. 6 v. N. Y., Century Co., 1889-91. $60.00.

Spiers, Alexander and **Surenne, Gabriel.**

French and English, and English and French Pronouncing Dictionary. N. Y., Appleton, 1886. $5.00.

Biographical Dictionaries.

Appleton's Cyclopædia of American Biography; ed. by J. G. Wilson and J. Fiske. 6 v. N. Y., Appleton, 1888-92. $30.00.

Men and Women of the Time.

Fourteenth ed., brought to date by V. G. Plarr. L., Routledge, 1895. $6.00.

Thomas, Joseph, ed.

Lippincott's Pronouncing Dictionary of Biography and Mythology. Phil., Lippincott, 1895. $8.00.

Books of Literary Reference and Books of Quotations.

Allibone, S. A. Critical Dictionary of English Literature and British and American Authors. 3 v. Phil., Lippincott, 1891. $22.50.

Supplement by J. F. Kirk. 2 v. Phil., 1892. $15.00.

Bartlett, John, ed.

Familiar quotations: a collection of Passages, Phrases and Proverbs traced to their sources in ancient and modern literature. B., Little, 1895. $3.00.

Brewer, E. C.

Reference Library. 4 v. Phil., Lippincott, 1885-92. $13.00.

Reader's Handbook.
Dictionary of Phrase and Fable.
Historic Notebook.
Dictionary of Miracles.

Dictionaries of History and Politics.

Harper's Book of Facts, comp. by J. H Willsey. N. Y., Harper, 1895. $8.00.

Lalor, J. J., ed.

Cyclopædia of Political Science, Political Economy, and of the Political History of the U. S. 3 v. Chic., Rand & McNally, 1881-84. $18.00.

Larned, J. N.

History for ready reference from the best historians, biographers and specialists, their own words in a complete system of history for all uses, extending to all countries and subjects, and representing for both readers and students the better and newer literature of history in the English language. 5 v. Springfield, Mass., Nichols, 1894. $25.00.

Statesman's Year-Book: Statistical and Historical Annual of the States of the World, ed. by J. S. Keltie. L., Macmillan. 10s. 6d.

Tribune Almanac. N. Y., Tribune. $0.25.

Biblical and Classical Dictionaries.

McClintock, J., and **Strong, James.**
Cyclopædia of Biblical, Theological and Ecclesiastical Literature. 12 v. N. Y., Harper, 1883-87. $38.00.

Peck, H. T., ed.
Harper's Dictionary of Classical Literature and Antiquities. N. Y., Harper, 1897. $6.00.

Books on Geography.

Lippincott, J. B., Co., pub.
Complete Pronouncing Gazetteer of the World. Phil., Lippincott, 1893. $12.00.

Century Atlas of the World. N. Y., Century Co., c 1897.

Indexes and Lists of References.

Fletcher, W. I., ed.
A. L. A. Index to General Literature. B., Houghton, 1893. $5.00.

Brookings, W. DuB., and **Ringwalt, R. C.,** ed.
Briefs for Debate. N. Y., Longman, 1896. $1.25.

Poole, W. F., ed.
Index to Periodical Literature, 1882. B., Houghton, 1882. $15.00.
Supplement, 1887. B., Houghton, 1888. $8.00.
Second Supplement, 1892. B., Houghton, 1893. $8.00.
Third Supplement, 1896. B., Houghton, 1897. $10.00.

Fletcher, W. I., and **Bowker, R. R.**
Annual Literary Index, 1892-97. 5 v. 1893-98. $3.50 each.

Miscellaneous.

Hopkins, A. A., ed.
Scientific American Cyclopædia of Receipts, Notes and Queries. N. Y., Munn, 1892. $5.00.

SECOND TWENTY-FIVE.

Encyclopædias.

Encyclopædia Britannica, ed. by T. S. Baynes. 9th ed. 29 v. N. Y., Scribner, 1878-89. $145.00.

Books on Language.

Crabb, G.
English Synonyms. N. Y., Harper, 1893. $1.25.

Webster, Noah.
International Dictionary. Springfield, Mass., Merriam, 1891. $10.00.

Lewis, C. T., and **Short, C.**
Latin Dictionary. Oxford, Clarendon Press, 1896. 25s.

Thieme, K. A., and **Preusser, E.**
New and complete Critical Dictionary of the English and German Languages. Hamburg, Haendeke, n. d. 12.59 marks.

Dictionaries of Biography, History and Politics.

Chambers, Robert, ed.
Book of Days. 2 v. Phil., Lippincott, 1893. $7.00.

Channing, E., and **Hart, A. B.**
Guide to the Study of American History. B., Ginn, 1896. $2.00.

Haydn, Joseph.
Dictionary of Dates. L., Ward, 1892. $6.00.

Labberton, R. H.
New Historical Atlas and General History. N. Y., Townsend, 1886. $2.00.

Smith, Sir William.

Classical Dictionary of Greek and Roman Biography, Mythology, and Geography. New ed., rev. and in part rewritten by G. E. Marindin. N. Y., Appleton, 1894. $6.00.

Whitaker, Joseph, ed.

Almanac: Information respecting the Government, Finances, Population, Commerce and General Statistics of the British Empire, with some notice of other countries.

Encyclopædias of the Fine Arts.

Champlin, J. D., and **Perkins, C. C.**

Cyclopædia of Painters and Painting. 4 v. N. Y., Scribner. $20.00.

Riemann, Hugo.

Dictionary of Music. L., Augener. $3.75.

Commentaries and Concordances.

Lange, J. P.

Commentary on the Holy Scripture; Critical, Doctrinal and Homiletical, tr. and ed. by Philip Schaff. 25 v. N. Y., Scribner, 1873-87. $75.00.

Young, Robert.

Analytical Concordance to the Bible. N. Y., Funk & Wagnalls, 1888. $2.50.

Books of Literary Reference.

Adams, W. H. D.

Dictionary of English Literature. N. Y., Cassell, n. d. $2.50.

Bartlett, John.

New and complete Concordance to Shakespeare. N. Y., Macmillan, 1894. $14.00.

Hodgkins, L. M.

Guide to the Study of Nineteenth Century Authors. B., Heath, 1889. $1.25.

Hoyt, J. K. and **Ward, A. L.**
Cyclopædia of Practical Quotations. N. Y., Funk, 1892. $5.00.

Indexes and List of Books.

Cleveland Library.
Cumulative Index to Periodicals. $5.00 a year.

Iles, George, ed.
Bibliography of Fine Arts; Painting and Sculpture, etc., by Russell Sturgis; Music by H. E. Krehbiel. B., A. L. A. publishing section, 1897. $1.00.

Leypoldt, A. H., and **Iles, George,** ed.
List of Books for Girls and Women and their Clubs. B., A. L. A. publishing section, 1895. $1.00.

Dictionaries of Applied Science.

Appleton's Cyclopædia of Applied Mechanics; a Dictionary of Mechanical Engineering and the Mechanic Arts, ed. by Park Benjamin. 2 v. N. Y., Appleton, 1884, with Modern Mechanism, ed. by Park Benjamin. N. Y., Appleton, 1892. $37.50.

Thorpe, T. E.
Dictionary of Applied Chemistry. 3 v. L., Longmans, 1894. £7 7s.

Wall, E. J.
Dictionary of Photography for the Amateur and Professional. N. Y., G. D. Hurst, 1895. $2.50.

Miscellaneous Information.

Gaskell, G. A.
Compendium of Forms, Educational, Social, Legal, Commercial, embracing a complete course in Penmanship and Bookkeeping. Atchison, Davis, 1887. $4.00.

CHAPTER IX.

Selecting and Ordering Books.

SOME general rules:

Of standard authors, get well-bound and well-printed editions, and save rebinding and readers' eyes.

Of books in science, useful arts, social and political science and economy, get the latest editions.

Of classics, get some full edition, such as Bohn's.

Of novels (by authors not called standard), get such an edition as the Tauchnitz.

Of translations from the French and German get only the very best, such as Wormeley's Balzac, or Wistar's translations from the German, and buy on approval in order that you may return them if found unsuitable.

Do not buy French or German works in the original, if there are good translations, unless you have plenty of money. They are expensive, and in a small place there would probably not be much call for them.

If you have the original purchase of books to make, divide your stock that is to be, into ten classes, and make out your list of books by classes. For the classes of fine arts and music, the annotated lists edited by Mr. George Iles of New York, and published by the Publishers' Weekly, are most excellent guides for buying. Guides to historical and biographical literature are in preparation. Take the catalogue of the Model Library of 5,000 vol., prepared by the American Library Association, published by the United States Bureau of Education in 1893, and by it distributed free to libraries; go through its list of fiction and check off on your list the works of standard novelists; do the same for children's stories. Follow

this plan with regard to other classes, leaving out all works of which you feel doubtful.

When your lists are made, take each class to some one in the town or village whose reading or study has been in that particular line, and submit the list for alterations and additions. Do not feel bound to accept all the additions, if you think you already have enough books or as many as you can afford, nor the alterations, if you have reason to think your reviser prejudiced.

In the A. L. A. catalogue you will find publishers' prices given. Having noted these opposite each title, for your own use, submit a copy of the list to several large bookdealers, choosing those nearest your town in order to lessen the charges for transportation and insure the early receipt of books, and ask for their discount.

Desirable out-of-print books, the small library will usually have to do without, on account of the expense of keeping an agent on the lookout for them. It is a good plan to have a list of such out-of-print books as are wanted, and to take it to the nearest city when you go, with a view to picking up some of the books in the second-hand shops; or to intrust this duty to the minister or the school principal, or some such person, giving him a limit in price. If you have a board of directors or trustees, some one of them might occasionally do this.

After your first stock is bought, your next care must be to prevent duplicates, for no library has money to spare for more copies of a book than are needed.

If your card-catalogue is kept strictly up to date, there is very little danger of duplicates, as before sending an order every item should be compared with this record, and also with any outstanding orders. But it often happens that in the press of work the catalogue is not up to date. A list on slips of those books on hand which have not yet been catalogued then becomes necessary. It is better to keep this list on slips in order to insert fresh slips in their proper alphabetical order.

The order-list, if kept on slips, may serve for this list also, for

as soon as a book is received and checked on the bill, the fact with date and price can be noted on the order-slip, and the slip transferred to another box of slips representing books received but not yet catalogued.

These order-slips should not take much time to make, having only the *author's surname, brief title, volume number or number of volumes*, abbreviated note of place, publisher, year, if other than the current year, *publisher's price*, if known, and *name of dealer*. It may even answer its main purpose by having a record only of the items here italicised. By consulting the order-list, "received"-list, and catalogue, you make the chance of ordering a duplicate infinitely small.

Of course, in a very small library, the librarian knows her books pretty well and can better depend on her memory of its contents than in a larger one; but buying a duplicate means *not* buying some other book that you want, and it is better to take some certain means of avoiding the former purchase.

For selection of current books, two or three of the critical and literary periodicals taken in the reading-room may be used as guides; such, for instance, as the *Critic* and the *Nation* of New York, and the *Dial* of Chicago. Booksellers' publications are not safe to buy from without further investigation, as their reviews are naturally nothing if not favorable. For the selection of good books for children, the librarian is referred to the following lists:

Hardy, G. E., comp.

500 Books for the Young. N. Y., Scribner, 1892. cl., 50c.

Hewins, Caroline M., comp.

Books for boys and girls: a selected list. Published for the A. L. A. publishing section by the Library Bureau. 1897. 10c.

Boys' and girls' books in the Hartford Public Library. Hartford, Conn., Lockwood and Brainerd Co., 1895.

Prentice, May H., comp.

References to books in the Cleveland Public Library, intended to aid the third grade teachers of the Cleveland public schools. Published by the Cleveland Public Library, 1898. 25c.

Sargent, J. F., comp.

Reading for the young: a classified and annotated catalogue with an alphabetical author-index. (Prepared for publication by M. E. and Abby L. Sargent, and issued by the A. L. A. pub. sec.) Bost., Library Bureau, 1890. $1.00.

Supplement to Reading for the young: a classified and annotated catalogue with alphabetical author-index and subject-index to the complete work; comp. by Mary E. and Abby L. Sargent. Pub. for the A. L. A. pub. sec. by the Library Bureau, Boston, 1896. $1.00.

Sawin, J. M., comp.

Annual lists of books for young people. Providence, R. I., Sawin, 1885-'91.

CHAPTER X.

Rooms and Fixtures.

IT is not often that the librarian has a chance to say how he would like his library planned and fitted up, though it is oftener the case now than formerly. Library Boards would think it a very eccentric proceeding to order a suit of clothes or a hat for the librarian without consulting him; and if it were done, and the sleeves came only to his elbows, or the coat-tails dragged, or the hat brim rested on his shoulders, they would at once see what foolishness they had been guilty of, and say to one another, "Why on earth didn't we consult him and take his measure? He can't see anything with that hat on, and he'll be forever stepping on that coat. He was the one to wear it; he knows what he needs, and we ought to have asked him." But they seem not to see the similarity of such a course to that of building the librarian a work-shop without asking his opinion about it. They give him little high windows that don't let in any light, and they build him shelves that he has to climb up to on a ladder, and they arrange the spaces of the library symmetrically, but where they can be of no value in the case of growth and crowding. Then they go outside, and look at it and say, "Isn't it picturesque? Looks like the Middle Ages, doesn't it?" And in their secret hearts, some of them would like a drawbridge and a moat. And inside, the poor librarian is carrying a lantern about to see the top and bottom shelves, and wondering where he is going to put the next new book, and risking his neck ten or twelve feet from the ground to get a "Commentary on Job" that some one without any sense of the ridiculous happens to want, and trying to hide his unsightly pastepots and mucilage bottles behind a screen for want of a work-room. But perhaps the librarian is as new at the work as the trustees, and could not give an opinion, if asked. In that case, a collection of

the printed matter on library architecture should be carefully studied by both trustees and librarian before any plans are made.

While no specific plans can be recommended that would suit all cases, there are a few general rules that meet with the approval of the library profession as a whole. These were summed up at the twelfth annual meeting of the American Library Association in 1891, by Mr. C. C. Soule of Boston, the whole of whose admirable paper may be found in the proceedings of the Association for that year:

"A library building should be planned for library work.

"Every library building should be planned especially for the kind of work to be done, and the community to be served.

"The interior arrangement ought to be planned before the exterior is considered.

"No convenience of arrangement should ever be sacrificed for mere architectural effect.

"The plan should be adapted to probabilities and possibilities of growth and development.

"Simplicity of decoration is essential in the work-rooms and reading-rooms.

"A library should be planned with a view to economical administration.

"The rooms for public use should be so arranged as to allow complete supervision with the fewest possible attendants.

"There should be as much natural light as possible in all parts of the building.

"Windows should extend up to the ceiling, to light thoroughly the upper part of every room.

"Windows in a book-room should be placed opposite the intervals between book-cases.

"The arrangement of books in tiers of alcoves and galleries around a large hall . . . . is considered entirely obsolete. The old style of shelving around the walls, in alcoves and in galleries, has been generally superseded by the use of 'floor-cases'—

that is, double book-cases arranged in parallel lines across the floor of a room. . . . .

"In a circulating library the books most in use should be shelved in floor-cases close to the delivery-desk.

"In the floor-cases of a reference library the upper shelves should be narrower than those below, with a ledge about three feet from the floor.

"Three feet between floor-cases is ample for all purposes of administration.

"No shelf, in any form of book-case, should be higher than a person of moderate height can reach without a step-ladder.

"Shelving for folios and quartos should be provided in every book-room.

"Straight flights are preferable to circular stairs. . . . ."

It might be added that shelves should not be more than two and a half to three feet long, on account of the tendency to sag, and that a height of ten inches and depth of eight inches are good dimensions for ordinary shelves. In double-faced cases, as in the floor-cases referred to, the depth of shelf would be sixteen inches from face to face. In most libraries shelves are made adjustable, to fit varying heights of books, and save vertical space.

CHAPTER XI.

Library Tools.

Ch. 1. **Receiving and entering books**; *requires*

Pencil with colored lead (for checking).
Small blank-book for counter-charges.
Table of the 1,000 classification heads, or of the Expansive classification.
Entry-ledger or accessions-book.

Ch. 2. **Book-numbers and cataloguing**; *requires*

Table of Cutter book-numbers.
Index size catalogue-cards.
Catalogue drawer, or box with rod and lid.
Red ink for subject-headings, blue ink for call-numbers, pencil and ink erasers.

Ch. 3. **Cataloguing**; *aids advised:*

American Library Association.

Condensed rules for an author and title catalogue. (*See* Cutter. Rules for a dictionary catalogue. 1891. p. 99-103.)

American Library Association.

List of subject-headings for use in dictionary catalogues. B., Library Bureau, 1895. $2.00.
O. p. New edition projected.

Cleveland, O., Public Library.

Alphabetic catalogue of the English books in the circulating department; authors, titles and subjects. Cleveland, O., 1889. $1.00.

Cutter, C. A.

Expansive classification. Pt 1. First six classifications. B., Library Bureau, 1891-93. $1.00.

Cutter, C. A.

Rules for a Dictionary catalogue. Ed. 3. Wash., Government Printing Office, 1891.
(U. S. Bureau of Education. Special report on public libraries. Part II.)
Sent free.

Detroit, Mich., Public Library.

General catalogue, first supplement. 1889-93. Detroit, 1894.

Dewey, Melvil.

Abridged decimal classification and relative index for libraries, clippings, notes, etc. B., Library Bureau, c. 1894. $1.50 net.

Dewey, Melvil.

Library school rules; card catalogue rules; accessions-book rules; shelf-list rules. Ed. 5. B., Library Bureau, 1894. Paper, $1.00; cloth, $1.25.

Library Journal, Monthly.

Journal of the American Library Association. 1876-date. N. Y. $5.00 per year.

Library Journal.

Index to v. 1-20. $1.50.
Not yet out.

Milwaukee, Wis., Public Library.

Quarterly index of additions. 1886-date. Milwaukee, 1888-date. $1.00 per year, bound. $0.50 per year, subscription.

New York (State) University.

State library bulletin; additions. No. 3. September, 1894. Albany, 1897.

Specially helpful to librarians using decimal classification.

Public Libraries; A monthly review of library matters and methods. 1896-date. Chic., n. d. $1.00.

U. S., Education, Bureau of.

Catalogue of "A. L. A." Library; 5,000 volumes for a popular library, selected by the American Library Association, and shown at the World's Columbian Exposition. Wash., 1893.

Sent free. Books classified by both decimal and expansive system, and catalogue both classed and dictionary.

Ch. 4. **Shelf-list and Inventory**; *requires*

Index size shelf-list cards.

Drawer or box with rod and lid, for shelf-list.

Small blank-book for recording books missing at time of inventory.

Ch. 5. **Mechanical preparation of books for the shelves,** and **Binding**; *requires*

Rubber stamp to stamp library ownership.

Labels.

Mucilage.

Paste.

Tissue-paper.

Cheesecloth.

Book-muslin, dark.

Blank-book for recording books sent to binder.

Slips of paper.

Binding ruler.

Rope-manilla paper for covering pamphlets.

Classified illustrated catalogue of the library department of Library Bureau: a handbook of library fittings and supplies. Boston, Library Bureau, 1897.

Ch. 6. **Registration**; *requires*

Register for borrowers, with pledge, and alphabetical index.

Cards for borrowers.

Small book for keeping trace of unpaid fines and damages, arranged by date when book became due or loss was incurred.

Ch. 7. **Charging-system**; *requires*

Pockets (if borrower is to keep his card).

Book-cards.

Borrowers' cards.

Dating-slips.

Dating-stamps.

Ch. 8. **Reading-room and reference-room work**; *requires*

Athenæum newspaper files.

Atwater newspaper files.

Cards for check-list of periodicals.

Paper for binding current numbers of magazines, unless ready-made binders are used.

Neilson binders, if ready-made binders are used.

Card-board for lists.

Slips for subject-index.

Helps in reference-room work.

Boston Public Library. Bulletin, giving lists of historical novels.

Milwaukee Public Library. Quarterly Index, giving reading-lists.

Philadelphia Mercantile Library. Bulletin, giving various reading-lists.

Providence Public Library. Monthly Bulletin, giving reference lists.

Salem Public Library. Bulletin, giving reading-lists.

San Francisco Mercantile Library. Classified list English Prose Fiction.

Ch. 9. **Selecting and ordering books**; *requires*

Slips for order-list and received-list.

Critic (weekly).
Dial (weekly).
†*Literary News* (monthly).
†*Publishers' Weekly.*
} *For American books and American reprints of English books.

Athenaeum.
Saturday Review.
Spectator.
} For English books.

Catalogue of A. L. A. Model Library, for help in selecting original stock, issued by U. S. Bureau of Education; also

To be consulted.

American Catalogue of books in print from 1876-'96, 5v, with annual supplement.

English Catalogue, 1835-'96, 5v, with annual supplement.

American publications of any one year, arranged by publishers, Trade List Annual.

English publications of any one year, arranged by publishers, Reference Catalogue of Current Literature.

"And with all thy getting," get the *Library Journal* and *Public Libraries*, each year, if the money has to come out of your own purse. It will give you more than the worth of the money, in courage, enthusiasm, ambition, and the feeling of belonging to a great system, which, says Walter Pater, "has, in itself, the expanding power of a great experience."

* Most English books that would be wanted by a small library would be reviewed in American critical journals. † Booksellers' publications.

Addresses of firms and individuals referred to in the foregoing chapters:

Library Bureau, { Boston, 530 Atlantic Avenue.
New York, Stewart Building, Broadway.
Chicago, 215–221 Madison Street.

C. A. Cutter, care *Library Journal*, 59 Duane Street, New York City.

P. Van Everen & Co., 60 Ann Street, New York City.

American Catalogue, } Office of *Publishers' Weekly*, 59 Duane Street,
Annual English Catalogue, } New York.

Library Journal, 59 Duane Street, New York.

Public Libraries, 215-221 Madison Street, Chicago.

Boston Bookbinding Co, Boston.

025.P73
a39001 006258506b
P73
3146